

New Employees' and Supervisors' Training

**Army Substance Abuse
Program**

and

**Employee Assistance
Program**



AR 600-85

Army Substance Abuse Program

- **Establishes the Employee Assistance Program.**
- **Lists the requirements of the Drug-Free Federal Workplace Civilian Drug Testing Program.**
- **Requires that DA Civilians attend 2 hours of Alcohol and Drug Awareness Training yearly.**
- **Requires that New Employees and Supervisor get
ASAP & EAP training within 60 days**

What is EAP?

It is a job-based program designed:

- **To help employees in identifying and resolving personal problems that may affect their job performance and well-being.**
- **To assist management in addressing productivity issues.**
- **To promote installation work/life/wellness programs.**

Eligibility

- **All DA Civilian Employees and Retirees, and**
- **Family Members of Civilian Employees and Retirees**
- **Contractors are not eligible for EAP services**

EAP Provides

- **Privacy and confidentiality**
- **Short-term counseling**
- **Community referrals**
- **Coordination with alcohol/drug treatment**
- **Management consultations**
- **Training**

Limits to Confidentiality

- **Harm to Self or Someone Else**
- **Child or Spouse Abuse**
- **Illegal Activity**
- **EAP QA**
- **Legal Actions**
- **Mandatory Referral, please call to discuss EAP and confirm your appointment.**

Typical Problems

- **Substance Abuse**
 - Alcohol or Drug Dependence
- **Family and Relationship Problems**
 - Marital Problems
 - Adjustment to Separation and Divorce
 - Parenting Concerns
 - Domestic Violence and Abuse
 - Caring for an Aging Parent
- **Personal and Emotional Problems**
 - Stress and Anxiety
 - Anger or Depression
- **Work and Life Issues**
 - Job-Related Stress
 - Financial Problems
 - Legal Problems
 - Balancing Work and Family Demands

Understand Workplace

Rules

- Ask for a Employee Handbook
AF/NAP; Union/Non-union; Contractor
- Personnel Management Information Support System
www.cpol.army.mil/library/permis/5a111.html
 - Attendance related offenses
 - Discourtesy
 - Discrimination
 - Failure to observe rules or orders
 - False statements
 - Fighting/Creating a Disturbance
 - Insubordination

Drug-Free Federal Workplace (DFW)

Civilian Drug Testing Program

- **Army Regulation 600-85**

The Army Substance Abuse Program

2 December 2009

- **Department of the Army**

Pamphlet 600-85

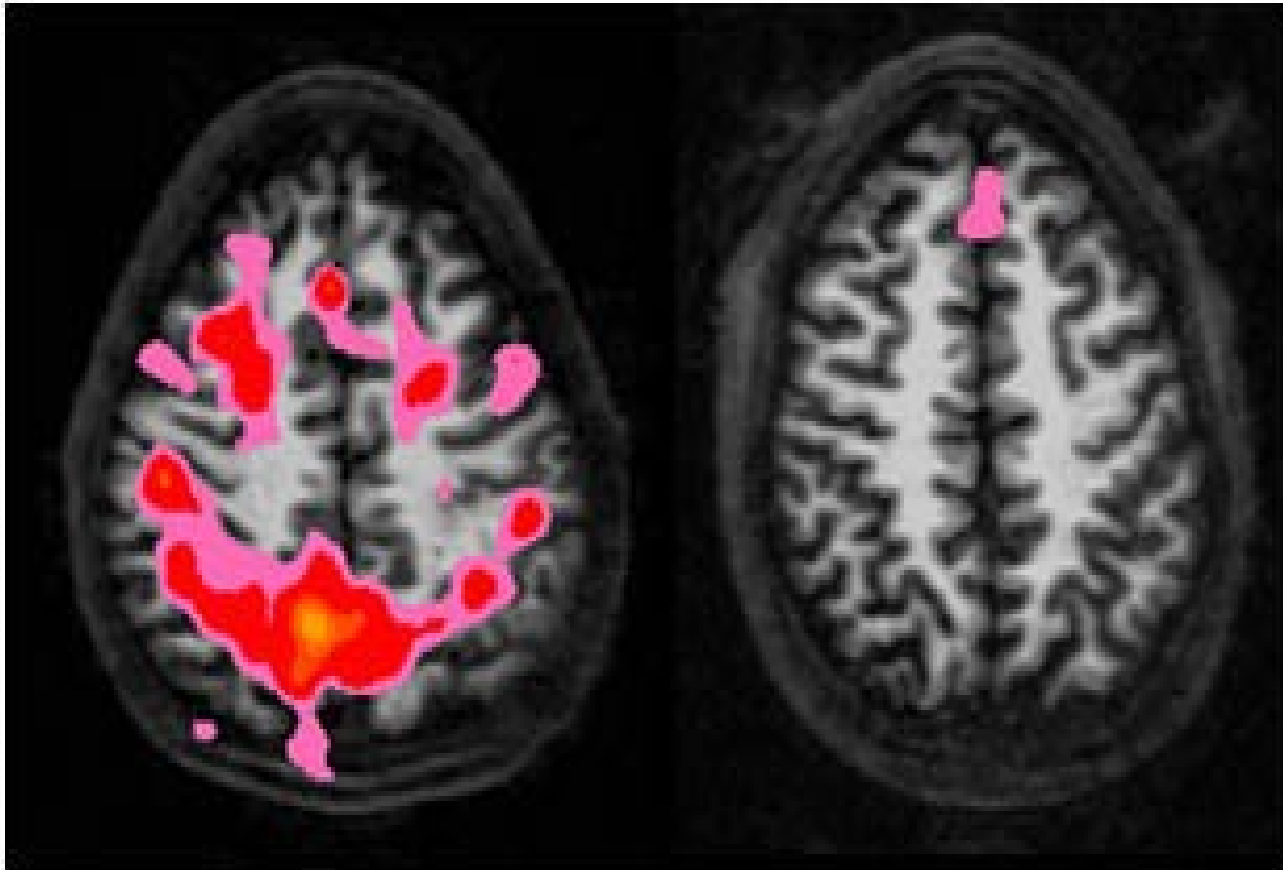
Army Substance Abuse Program Civilian Service

15 October 2001

Hawaii Alcohol Laws

- Legal Age for Drinking: 21 years old
- Open Container Laws: No consumption of alcohol in vehicles.
- BAC Limit: Blood-alcohol content percentage of .08 means a driver is considered to be intoxicated.
- Penalty: Refusal to cooperate may result in driver's license suspension for up to a year.

Brain Scans of 15 Year Olds



**Healthy-Brain
Drinker-Brain**

Heavy

Colored areas are signs of brain

Categories of Drug Testing and Testing Procedures

- **Applicant testing**
- **Random testing for Testing Designated Positions (TDP)**
- **Reasonable suspicion testing**
- **Accident or unsafe practice testing**
- **Voluntary testing**
- **Follow-up testing**

Notifying TDPs

- Supervisors will verbally notify their TDP employees in private, when they are to report for random drug testing no earlier than 2 hours prior to reporting to the test site.
- If the employee is unavailable for testing for a legitimate reason, the supervisor will coordinate with the ADCO for a new time for testing.

DOT Prohibited Conduct and Consequences

- DOT rules at 49 CFR, Part 382 prohibits:
 - Use of alcohol while on duty
 - BAL of 0.04% or higher
 - Not fit for duty if 0.02 % or greater, but less than 0.04%, and cannot return to duty for at least 24 hours
 - Driver's behavior or appearance suggest alcohol misuse and a breath test can not be conducted, driver is removed immediately for at least 24 hours
 - Possess alcohol, unless part of a shipment
 - Used alcohol within 4 hours of performing duties
 - Refuses to submit to an alcohol/drug test or tests positive

Employee Access to EAP

Self-Referral

Self-Referral:

- Employee contacts EAP directly by calling 655-6047 or 655-6046.
- Employee is being pro-active.
- Time is arranged with the supervisor.
- Time with EAP can be charged as administrative time under AR 600-85.

Employee Access to EA

Informal Referral

Informal Referral:

- The employee and supervisor may have met regarding performance issues that are becoming noticeable, but does not merit action at this time.
- The supervisor tells the employee about the EAP. Informal referrals are usually verbal and originate from the working relationship between an employee and the supervisor.
- The supervisor is not contacted by EAP unless the employee makes a request and signs a specific written release.

Employee Access to EAP

Formal Referral

Formal Referral:

- Supervisor meets with employee regarding a serious work problem which has been carefully documented.
- Supervisor has consulted with CPAC and legal for guidance, if it is suspected that the employee has engaged in criminal conduct.
- The supervisor describes the problem fully and reviews his/her concerns with the employee.

Employee Access to EAP

Formal Referral

- If the employee is in a bargaining unit, read and follow any requirements in the negotiated labor agreement.
- If you ask questions that the employee reasonably believes could lead to discipline, the employee has the right to request union representation at your meeting.
- Contact your CPAC servicing representative for guidance on this “Weingarten Right.”

Employee Access to EAP

Formal Referral

- Supervisor contacts EAP and makes the initial appointment preferably, with the employee present.
- If the employee signs a consent form to release information, EAP will contact the referring supervisor to confirm the employee's attendance.
- All other information is kept confidential.

Army Substance Abuse Program Website

- <http://www.garrison.hawaii.army.mil/sites/services>
- AR 600-85 or DA PAM 600-85
- Supervisor's Brief
- Supervisor's Manual
- Civilian Collection Procedures
- Check Downloads for other pertinent information
- Check for Online Alcohol and Drug Awareness Training

DA Civilian Resources

- **Ambulance and Police 911**
- **Chain-of-Command and/or Union**
- **Civilian Personnel Advisory Center (CPAC)
and Workers' Compensation Programs
APF: 438-8446 NAF: 438-3971**
- **Department of Defense IG 800-424-9098**
- **Employee Assistance (EAP) 655-6047 or 6046**
- **Threat Management Team/WP V Committee
(Safety)**
- **USAG-HI EEO and POSH Information 655-9382**
- **USAG-HI Internal Review Hotline 655-8121**

Employee Assistance Program

**Army Substance Abuse Program
Employee Assistance Program
Building 2091, Kolekole Ave., Stop 129
(rear of Army Community Service)
Schofield Barracks, HI 96857**

EAP Coordinator: Kathy Marugaki, 655-6046

EAP Specialist: Catherine Heflin, 655-6047

FAX: 655-6045

**Office Hours: Monday - Friday 7:30 am -
4:00 pm**